C-O-N-F-I-D-E-N-T-I-A-L

CODIB-D-111/1.9/7
13 September 1966

# U N I T E D   S T A T E S   I N T E L L I G E N C E   B O A R D

## COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR:   Committee on Documentation

SUBJECT:          Report of Task Team IX - ADP Systems Library


    1.  Forwarded herewith is a memorandum to USIB (USIB-D-39.7/17, 7 September 1966) with the approved CODIB Report of Task Team IX, ADP Systems Library (CODIB-D-111/1.9/6, 1 September 1966) as an attachment thereto.

    2.  The Task Team IX Final Report (CODIB-D-111/1.9/4, 29 July 1966), which also accompanied the above memorandum to USIB, was previously transmitted to all recipients of CODIB papers and is not enclosed herewith.

    3.  If USIB approves the CODIB recommendations, the "USIB File and Program System Reporting Manual" will be reproduced in sufficient quantity to satisfy your requirements. Will you please inform the

25X1  CODIB Support Staff [               ] by 23 September the number of copies needed by your agency.

25X1A

Acting Secretary

Attachment:  A/S

Group 1
Excluded from automatic
downgrading and
declassification.

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USIB-D-39.7/17
7 September 1966
Limited Distribution

UNITED    STATES    INTELLIGENCE    BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT        : Committee on Documentation Report of Task
                 Team IX (ADP Systems Library)

REFERENCES  : a.  USIB-D-39.7/6, 6 May 1964
              b.  USIB-M-322, 29 April 1964, Item 5
              c.  USIB-D-39.7/5, 16 March 1964

    1.   The enclosed report by the Committee on Documentation
(CODIB) on the study undertaken by CODIB's Task Team IX (ADP Systems
Library), which responds to USIB directives in reference a., is submitted
for USIB consideration of the Recommendations contained in Section D,
page 5.   This report is the third response to the USIB action at its
meeting on 29 April 1964 (reference b.) approving as amended the CODIB
recommendations on pages 20, 21 and 22 of the Stage I Report of the Staff
for the Community Information Processing Study (SCIPS) (reference c.).

    2.   Specifically the enclosed CODIB report and its attached Task Team
IX reports are a response to Recommendation 4.j. of the final USIB-
approved recommendations regarding the SCIPS Report which directed
CODIB to establish an ad hoc group to "develop a plan for a data files
and systems library and the exchange of files for all types of intelligence
data". . . .   In addition to the Recommendations the enclosed CODIB
report contains a Background Statement, a Summary of Task Team
Findings and CODIB Comments on the Task Team Report.

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## USIB Action Requested

3. Board members are requested to indicate their concurrence in or other views on the Recommendations in Section D, page 5 of the attached CODIB Report by completing and returning the vote sheet appended hereto by close of business 15 September 1966.

25X1A

Executive Secretary

Attachments

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CODIB-D-111/1.9/6
1 September 1966


U N I T E D    S T A T E S    I N T E L L I G E N C E    B O A R D

COMMITTEE ON DOCUMENTATION


Report of Task Team IX (ADP Systems Library)

References:  a.  USIB-D-39.7/6, 6 May 1964
            b.  USIB-D-39.7/5, 16 March 1964
            c.  USIB-S-13.1/4, 24 May 1963
            d.  CODIB-D-111/1.9/2, 29 December 1964


A.  Background

     This report and the attached final report of CODIB Task
Team IX (ADP Systems Library) are forwarded pursuant to USIB
direction to provide a central mechanism for collecting descriptions
of intelligence data stored in an automated form and of associated
computer programs and processing equipment.  This is in order to
facilitate the exchange of information among members of the intel-
ligence community, to eliminate or reduce unnecessary duplication
of effort in the development of automated intelligence files and
their associated computer programs.

     The attached report was prepared by CODIB Task Team IX chaired
by a representative of DIA and participated in by representatives of
CIA, NSA, DIA and Air Force.  The team's effort was constrained by
USIB requirements stated in reference (c) for a nine element library,
DIA's decision to establish an ADPS library for Department of Defense,
and DIA's plans to use the library of intelligence ADP systems descrip-
tions as a management tool in discharging its world-wide responsibilities
for DOD intelligence data handling systems.

B.  Summary of Task Team Findings

     1.  General Concept

          The Team approached its task with the concept that one
system and a single set of reporting instructions could satisfy the
combined requirements of USIB and DOD as well as DIA's management
needs.  The practicality of this concept was established when the


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task team members agreed that the USIB requirements are in fact a subset of the larger set of DOD and DIA requirements. The concept can be implemented by designating each reporting data element as mandatory or optional dependent upon which set of requirements it serves.

2. System Implementation and Operation

(a) Information Reporting.

(1) File and program descriptions to be included in the FPCS* would be prepared and submitted by each USIB agency or department in accordance with the USIB/CODIB Intelligence Automatic Data Processing System Manual, attachment 1 to the Task Team IX final report. (This manual is also being published as a DIA manual). Information would be submitted in the form of punched card decks accompanied by a machine listing of each deck. Reports would be submitted quarterly on 1 February, 1 May, 1 August, and 1 November.

(2) Each report would consist of two parts, a description of automated intelligence files and a description of the computer programs and equipment required to process the files. File description would be accomplished by seven individual card formats containing 39 unique data elements, 22 of which would be mandatory for all reporting agencies.

Card Format 1 - title of the file and pertinent information on security and handling of the file and the punched card description.

2 - geopolitical areas covered by the file.

3 - description of the file including subjects covered, currency of information, file size and growth rate, storage medium, security classification and dissemination controls, intelligence activity supported by the file, and the dates of information, file automation and file description.

4 - narrative description of the purpose of the file.

A - identification of other files on which the described file depends.

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*Proposed USIB ADPS File and Program Catalog System (FPCS).

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Card Format B - list of the computer programs used to process the file.

Card Format C - list of substantive data elements in the file.

(3) Computer program description would be accomplished in five card formats containing 31 unique data elements, 21 of which are mandatory for all reporting agencies.

Card Format 5 - title of the program and pertinent information on security and handling of the program and the punched card descriptions.

6 - description of the program including status, documentation, run frequency, number of computer core locations required by the program, and the programming language used.

7 - list of minimum equipment needed to run the program.

8 - narrative description of the program and why the program is maintained.

9 - list of other programs needed to run the program.

(4) The reporting instructions drafted by the Task Team would require the use of four sets of codes. The Joint Chiefs of Staff Standard Command and Control Unit Identification Codes would be used to identify each reporting agency, department or command. ADP equipment would be identified in accordance with a modified extract from the Bureau of the Budget Circular A-55. The DIA Geopolitical Code for Intelligence Systems would be used in defining the geopolitical areas covered by a data file. The Intelligence Subject Code (Chapter Summaries only) would be used to describe the subject content of a file.

(b) Information Processing.

(1) The FPCS would be maintained and operated by the DIA for USIB and DOD. DIA will use its IBM 1410 computer and the Formatted Files System to process incoming reports to create the master library and keep it updated.

(2) DIA will produce periodic catalogs and process special requests for information from the library. The Task Team recommends that two catalogs be published quarterly, one for file descriptions and one for program descriptions. Each catalog would be published in four volumes according to security classification, i.e.,

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SAO Controlled, SI (SSO Controlled), Top Secret, or Secret, and Confidential and Unclassified.

(3) The Task Team proposes that instructions and procedures for requesting services from the FPCS be published later as an addendum to the USIB reporting manual.

(c) Cost and Manpower Factors.

(1) The Task Team was unable to develop reliable estimates of the cost of implementing and operating the FPCS. This was due largely to a lack of information concerning the expected volume of submissions to the library and the fact that the computer processing system had not been planned or developed.

(2) On the basis of an extremely limited experience in preparing one set of sample file and program descriptions, the Task Team believes that an average minimum of four hours may be required for preparation of each file or program description.

3. System Evaluation

The Task Team has recommended that the CODIB Support Staff, in conjunction with CIA, DIA, and NSA, be charged with planning and conducting an annual assessment of the USIB FPCS to include consideration of cost and manpower factors and system usefulness.

C. CODIB Comments.

The Task Team's final report and the draft USIB reporting manual are satisfactory. The recommended File and Program Catalog System (FPCS) is more complex than needed to satisfy just the USIB requirements; however, the advantages of satisfying USIB requirements as a low cost by-product of the larger DOD system outweigh the major disadvantages of the system complexity which results from combining three different sets of requirements into one system.

The intelligence community currently uses a variety of non-standard geopolitical and country codes. Recent and on-going standardization efforts have not produced a standard geopolitical and country code which is acceptable to the entire community. CODIB believes, therefore, that the DIA Geopolitical Code for Intelligence Systems should be used in the FPCS until the community adopts a standard code which can be substituted.

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Some of the information gaps which limited the Task Team's ability to estimate the cost, exclusive of reporting agency manpower, of implementing, operating and maintaining the FPCS were filled after the Team had submitted its final report.  A major potential cost of the system development was eliminated by adapting the FPCS to operate on DIA's Formatted Files System, the software for which already exists. The only new software needed is that to produce special reports and printouts tailored to individual agency requirements.  This is not a significant undertaking.  It is estimated that approximately one man-month will be required to process reports initially to create the FPCS and that about two man-days per month will be needed thereafter to maintain it.  Approximately five hours of IBM 1410 running time per month will be needed to process the FPCS and produce reports.

The FPCS is based on the assumption that an orderly, continuous exchange of intelligence ADP systems descriptions will enhance community capabilities, reduce duplicative automated file development and bring about wider use of whatever automated files are developed.  The validity of this assumption is still to be established.  It is important, therefore, that a practical evaluation of the FPCS be conducted as soon as sufficient operational experience has been accumulated.  The evaluation program must provide a factual basis for judging whether the FPCS does, in fact, serve a useful role and, if so, is the benefit gained worth the cost of system reporting, operation and maintenance.  Instructions for assembling information for evaluation should be issued concurrently with promulgation of the FPCS reporting instructions.

D.  Recommendations.

It is recommended that USIB:

1.  Approve the establishment of the FPCS as proposed in the Task Team IX final report.

2.  Approve the promulgation of Attachment 1 to the Task Team IX final report as the "USIB File and Program Catalog System Reporting Manual".

3.  Require that USIB member agencies and departments submit initial reports to the FPCS on 1 February 1967.

4.  Direct CODIB to plan for and conduct a comprehensive evaluation of the FPCS and submit findings and recommendations at the end of the first year of system operation.

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Attachment

Chairman